

Right to Work Guidance and Information

August 2023

Right To Work

Prior to an official offer being made to you, we will need to carry out a right to work check to ensure you can legally work in the UK.

For us to be able to carry out the check, we will require you to send us scanned copies of any of the following documents applicable to you:

- Current passport and if applicable any proof of change of name (i.e., Marriage Certificate, Deed Poll etc)
- Highest qualification certificate as listed on your application form and mandatory qualification Certificate
- Immigration Status Document Share Code (This can be generated through <https://www.gov.uk/prove-right-to-work>)
- Proof of National Insurance number - acceptable documents include a National Insurance card, National Insurance letter, P45 or P60
- Proof of Academic Term Dates (If applicable)

Once we received your scanned documents, we will contact you to schedule a Teams video call to officially carry out your right to work check.

Alternatively, we can carry out the right to work check in person if you bring your documents into our office in Avery Hill, please see the address below:

University of Greenwich
Room 207 Southwood House
Avery Hill Campus
Eltham
SE9 2UG

Online Right to Work Check

We may need to carry out an ECS check if you are unable to obtain your new BRP prior to your start date. Details of this service can be found here: <https://www.gov.uk/employee-immigration-employment-status>

Alternatively, if current work arrangements remain in place we can carry out an online check. Details here: <https://www.gov.uk/prove-right-to-work>

For more Right to Work information, please see the below link:

<https://www.gov.uk/check-job-applicant-right-to-work>

Please note a formal offer **cannot** be sent out until we have conducted this check and are satisfied you have the legal right to work in the UK.